October 2013 FNS WBSCM Newsletter











In this Issue:

- * WBSCM News &Updates
- * WBSCM ToolboxSpotlight
- * WBSCM Tips
- * Useful Links
- * What's Next?
- * Upcoming Events
- * WBSCM Help Desk
- * Contacts

Reminder:

To ensure you receive

the latest news and

updates, register to

receive free E-mail

WBSCM News & Updates

USDA Foods for Schools Training Sessions

The goal for these trainings is to provide State agencies with the resources and tools necessary for a cost-effective USDA Foods Program. Training Objectives will include:

- Maximizing state USDA Foods entitlement usage
- * Effective use of State Administrative Expense (SAE) and State Matching Funds
- * Working with School Food Authorities (SFAs) to obtain USDA Foods that complement commercial purchases and meet meal pattern requirements

Schedule

- November 5-7, 2013 in Dallas, TX
- November 19-21, 2013 in Chicago, IL
- * February 5-7, 2014 in San Francisco, CA
- February 19-21, 2014 in Denver, CO

WBSCM Tips

1. How do I use the filter feature in the CWB?

Use the filter feature on the right hand side to place a blank line at the top of the consolidation table. Enter information into the blank line within the column you wish to use as your filter. For this example use the FTL qty in the Quantity column. Press Enter. you will now only see those reqs that are a FTL. To remove the filter, click the Delete Filter link.

United States Department of Agriculture Welcome Ms. Natalie Lee Log Of Web-Based Supply Chain Management Home Operations Admin Reports Help Order Processing Complaint Administration Recall Administration Consolidate Requisitions Ф Back Reg's Past Order-By Date Ordered Product 130010-CHESS NATURAL AMER FBD BARREL-500 LB ▼ Unit Of Measure: LB FTL Quantity: 40,000 Row Lt For FTL Quantity Ship Date \$ Ship-To Ship-To Name Ship-To City Ship-To Ro Multi Stop Group No Sold-To 40,000 01/15 40,000 01/15/2012 ▼ 5/00334 ▼ CAFE FAVORITES ELBOWLAKE MN 720771656 4900130 NM HUMAN SERVICES DEPT 1000028184 810 ENTITLE-SY12 NSLF 40,000 01/15/2012 * 5(0040) * CAVENDISH FARMS JAMESTOWN NO 768472426 4900130 NW HUMAN SERVICES DEPT 1000028184

notifications when the WBSCM Homepage has been updated at

www.fns.usda.gov/
fdd/WBSCM and click

the link "Email

Updates".

2. Can I create a new requisition from the consolidated workbench screen?

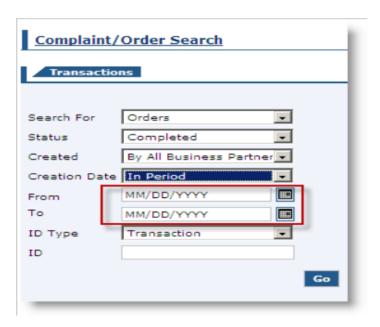
In WBSCM you cannot create a new requisition in the workbench area. If you want to add a new requisition for a particular material, you can either change an existing requisition in the workbench to the delivery date/delivery location/quantity you desire or as an SDA you can create a new requisition on behalf of one of your RAs.

A full list of FAQs and tips can be found on the FDD Website at http://www.fns.usda.gov/fdd/WBSCM/ WBSCM General.htm

WBSCM Toolbox Spotlight

1. Creating a complaint for an order created more than 12 months ago

If an order was created more than 12 months from the current date you will need to use the Creation Date with "In Period" selected and enter a date range further back.

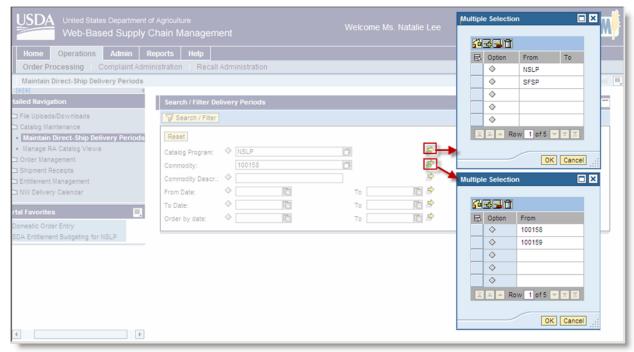


Ship-To Inbox:

A mailbox has been established to receive requests to have SHIP-TO locations assigned to Domestic Business Partners and to establish new Ship-To locations within WBSCM. Please email FNS-7s to: WBSCM-Ship -To@fns.usda.gov.

2. Direct-Ship Delivery Periods Maintenance

On the Maintain Direct-Ship Delivery Periods search screen, filter your data set by entering multiple variables. This will help to reduce the amount of data that returns so you can more easily work with records that you want to update.



Useful Links

WBSCM: http://www.usda.gov/ wbscm

FDD: http://www.fns.usda.gov/

fdd/wbscm

What's Next?

Future Targeted Initiatives

WBSCM Technical Upgrade

Upcoming Events

USDA Foods for Schools Training Sessions

November 5-7, 2013 Dallas, Texas

November 19-21, 2013 Chicago, Illinois

Communicate with FNS – questions, concerns, issues

Dennis Sullivan – FNS Systems Branch Chief, FNS WBSCM Project Manager

- 703-305-0188
- dennis.sullivan@fns.usda.gov

Peggy Cantfil -FNS FDD Special Nutrition Operations Branch Chief (NSLP, CACF, SFSP, NSIP)

- 703-305-2659
- peggy.cantfil@fns.usda.gov

Janice Fitzgerald - FNS Household Programs Operations Branch Chief (FDPIR, CSFP, TEFAP)

- 703-305-7537
- janice.fitzgerald@fns.usda.gov

Todd Griffith – FNS WBSCM Data Management & Interfaces Lead

- 703-305-7506
- todd.griffith@fns.usda.gov

Robin Jepson – FNS WBSCM Change Management & Process Improvement

- 703-305-7524
- robin.jepson@fns.usda.gov

Martha Shramek - FNS WBSCM Report & Information Access Lead

- 703-305-7535
- martha.shramek@fns.usda.gov

WBSCM Service Desk

The WBSCM Service Desk contact information is as follows:

Call-in phone number is: 877-WBSCM-4U or 877-927-2648

Email inquiries:

WBSCMhelp@ams.usda.gov

Web form link on WBSCM Portal: https://srai.service-now.com. From this link users can access a form and submit it to the WBSCM Service Desk as well as monitor the status of their help ticket. This is a separate application from WBSCM and will require an additional login and password. Users will enter the WBSCM email address as the logon and a password can be created. Using this site is optional.

Hours of Operation: 8:00 AM to 6:00 PM ET

Suggestion Box

Is there something you would like to see in the newsletter? Send your thoughts and comments to <u>ja-karra.nichols@fns.usda.gov</u>